Position Title: Program and Community Assistant (PACA) for the Summer Liberal Arts Institute (SLAI)

Position Schedule and Benefits:

- **Full Time, Paid Employment:** Summer – 40 hours a week (Part time spring position also available)
- **Position Dates:** June 9 – August 7, 2020 (Some positions available until August 14, 2020)
- Air conditioned housing and full board plan (when available) covered while employed by our office.
- Off campus meals and trips
- Advanced training for policies and customer service
- A fun summer work environment
- Approved drivers may drive summer golf carts and vehicles

Responsible to:

- Amanda Williams, Assistant Director, SLAI
- Matt Klooster, Director, SLAI

Position Benefits

This position will be paid salaried non-exempt at a rate of $450/week, which breaks down to $11.25/hr for the term of employment. This position includes an air-conditioned room and summer meal plan (when the dining hall is open and the student is employed by SLAI).

PACAs will also have the ability to participate in activities and weekend trips.

Qualifications and Requirements:

This position is open to all current sophomores and juniors. Freshmen who are alumni of a Carleton Summer Program are also encouraged to apply.

- Applicants should model leadership and time management skills.
- Preference will be given to applicants who are able/eligible to drive college vehicles.
- Applicants should be available to start working in June and will work in the office until August
- PACAs must be able to accurately enter data, type, and file.
- PACAs must have excellent organization, and they must be flexible and able to work in a team-based atmosphere.

Desired Qualifications:

- Demonstrated success in a Peer Leadership Role
- Previous campus employment
- Knowledge of procedures/protocols for on-campus emergencies.

Summer Responsibilities (we’ll train you):

**Leadership and Teamwork**

Work independently on special projects, lead special events, and represent Carleton to all outside individuals. Demonstrate a commitment to maintaining order and making sure pre-college students are following proper procedures and program rules. Learn to balance your energy and patience on a team that works in a small space to accomplish large events. With guidance from SLAI Staff, collaborate with your team to successfully work through any concerns and build relationships. Attend and participate in weekly team meetings.

**Office Skills and Project Management**

Print and prepare professional documents for conference and high school participants. Use software programs such as Microsoft Office, Filemaker Pro, Slate, Cvent, Moodle and Canva to assist in making and updating conference materials. Learn to operate a copy machine to process and collate documents. Manage projects assigned by
multiple faculty and teachers, share daily duties with other staff, and keep your spaces organized and clean. Inventory and itemize different items that SLAI uses yearly.

**Customer Service**

Communicate with participants, parents, community members, and address concerns using customer service skills. More specifically, answer emails and phone calls concerning a specific area of responsibility. Track payments and communicate with professional staff on database concerns and projects. Manage a specific area at event check-in and maintain the organization, cleanliness, and structure of the location.

**Activities and Event Management**

Supervise (or Co-Supervise) a floor of 20 pre-college students – including check-ins, on call responsibilities, and relationship building. Plan activities and events of interest to participants and manage a small programming budget. Have fun and enjoy your summer at Carleton by running events on campus for different summer groups.

**Other duties as assigned.**

**Expectations of a PACA:**

- PACAs are expected to rotate being ‘on-call’ in twenty-four hour shifts during some programs. The ‘on-call’ program assistant must be on campus, especially in the evening/at night, so that they are available to participants as needed. *At no time should all program/community assistants be off campus at the same time while programs are in session unless prior approval has been given by the Director.*
- PACAs are representatives of Carleton College and are expected to conduct themselves in a manner that reflects credit on themselves and the College at all times.
- PACAs are expected to treat their co-workers with respect, support each other in their work, maintain a positive attitude, provide assistance to each other as needed both in the office and during the evenings and weekends, and consistently act as a positive representative of Carleton College.
- PACAs are expected to refrain from hosting overnight guests while they are housed in the same building with program participants.

**Additional Information**

The PACA position requires a large time commitment both in and out of the office. They generally work approximately 40 hours per week, however, the specific days and hours a PACA works will vary week to week and will include many evenings and most weekends. While specific duties vary from program to program throughout the summer, the time and attention of a PACA is almost always in demand. Some days, PACAs will spend the majority of their day in the office preparing materials for upcoming programs; other days, they will be checking in with their students, running errands, organizing/attending events, or organizing/attending activities & field trips. No additional employment or off-campus commitments are permitted for the duration of your employment.

Any questions on the position should be directed to: Amanda Williams, ex:4038, awilliams@carleton.edu

- Applications will be reviewed on a rolling basis after January 31, 2020 until the final deadline of April 6, 2020.